DEPARTMENT OF THE NAVY
NAVAL INSPECTOR GENERAL
1254 9TH STREET SE
WASHINGTON NAVY YARD DC 20374-5006

From: Naval Inspector General

Subj: FISCAL YEAR 2018-2020 INSPECTION SCHEDULE

Ref: (a) SECNAVINST 5430.57G
      (b) SECNAVINST 5040.3A
      (c) Assistant SECNAV Memo for NAVINSGEN of 13 Dec 2016
      (d) OPNAVINST 4400.11

Encl: (1) Fiscal Year 2018 Inspection Schedule
      (2) Fiscal Year 2019 Inspection Schedule
      (3) Fiscal Year 2020 Inspection Schedule
      (4) Command Inspection Staff Inputs
      (5) Area Assessment Staff Inputs
      (6) Command Inspection Areas of Review
      (7) Area Assessment Areas of Review

1. The Office of the Naval Inspector General (NAVINSGEN) conducts command inspections and area assessments in accordance with references (a) and (b). The objective of command inspections is to provide the Secretary of the Navy and the Chief of Naval Operations with an independent assessment of mission execution and risks to execution. We also assess command culture and compliance with Navy programs. The objective of NAVINSGEN area assessments is to assess support to mission execution and risks at an installation or in a fleet concentration area, as well as quality of life support for Navy personnel and their families.

2. NAVINSGEN also conducts health and safety inspections pursuant to reference (c), and husbanding service provider assessments pursuant to reference (d).

3. Enclosures (1) through (3) contain the Fiscal Year 2018 -2020 inspection schedules. These annual inspection schedules may also include short-notice or no-notice operational readiness inspections pursuant to reference (b).

4. Command inspections and area assessments begin with the inspected command forwarding specific documents and products, as detailed in Enclosures (4) and (5) and in our announcement letters that we send prior to the visit. These inputs serve to further our understanding of the command's overall mission, top readiness and resource challenges, command climate, subordinate command (Echelon III) oversight process, and any additional issues/risks the commander desires to forward for consideration. Prior to arrival, NAVINSGEN will conduct an online survey of the command's military and civilian personnel to capture their views on quality of work/home life, particularly relating to staff leadership, organizational effectiveness, resource

availability, equal opportunity, and command climate. NAVINSGEN will also conduct onsite focus groups during command inspections and area assessments. For area assessments, there will be separate focus groups for ombudsmen and spouses of military personnel. Once onsite, the inspection team will interact with the workforce to assess items outlined in Enclosures (6) or (7), as applicable, in addition to other special interest areas that might be unique to the inspected command/region.

5. In accordance with reference (b), inspected commanders are expected to provide self-assessments prior to the inspection. NAVINSGEN will compare our findings to the command's self-assessments; any differences will be noted in our report.

6. Questions or correspondence concerning this schedule may be addressed to my Director of Inspections, CAPT Todd Perry. CAPT Perry may be reached at commercial (202) 433-7943, DSN 288-7943, or e-mail at todd.perry@navy.mil.

HERMAN A. SHELANSKI

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Subj: FISCAL YEAR 2018-2020 INSPECTION SCHEDULES

NAVWARCOL NEWPORT RI
NAVY BAND WASHINGTON DC
NETC PENSACOLA FL
ONI WASHINGTON DC
USNA ANNAPOLIS MD
COMNAVDIST WASHINGTON DC
COMNAVREG MID-ATLANTIC NORFOLK VA
COMNAVREG NW BANGOR WA
COMNAVREG SE JACKSONVILLE FL
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NAVINSGEN Fiscal Year 2018 Inspection Schedule

Command Inspections	On-site Visit Dates	Inputs Due (Encl (4))
U.S. Fleet Cyber Command	16 - 27 Apr 18	16 Mar 18
Naval History and Heritage Command	15 - 23 May 18	13 Apr 18
OPNAV	5 - 14 Jun 18	4 May 18
Naval Facilities Engineering Command	7 - 15 Aug 18	6 Jul 18
Operational Test and Evaluation Force	11 - 19 Sep 18	10 Aug 18

Area Assessments	On-site Visit Dates	Inputs Due (Encl (5))
NR EURAFSWA:		
NAVSTA Rota	31 Oct – 8 Nov 17	20 Oct 17
Singapore AC: Navy Region Center Singapore	22 - 26 Jan 18	22 Dec 17
JR Marianas: NAVBASE Guam, NSA Andersen	29 Jan - 2 Feb 18	22 Dec 17
NR Hawaii: JB Pearl Harbor-Hickam	5- 9 Feb 18	22 Dec 17
NR Southeast:		
CBC Gulfport	9 - 13 Jul 18	8 Jun 18
NAS/JRB New Orleans	16 - 20 Jul 18	8 Jun 18

Health and Safety Inspections	On-site Visit Dates
NR Southwest:	
NAF El Centro	26 Feb - 2 Mar 18
NAVBASE Point Loma	5 - 9 Mar 18

NAVINSGEN Fiscal Year 2019 Inspection Schedule

Command Inspections	On-site Visit Dates	Inputs Due (Encl (4))
U.S. Navy Band	29 Oct - 2 Nov 18	21 Sep 18
Navy Secretariat	27 Nov - 6 Dec 18	26 Oct 18
Naval Postgraduate School	29 Jan - 6 Feb 19	4 Jan 19
U.S. Pacific Fleet	30 Apr - 8 May 19	5 Apr 19
Field Support Activity	12 - 16 Aug 19	12 Jul 19
Naval War College	20 - 28 Aug 19	26 Jul 19
U.S. Naval Academy	17 - 25 Sep 19	23 Aug 19

Area Assessments	On-site Visit Dates	Inputs Due (Encl (5))
NR Southwest:		
NAWS China Lake	11 - 15 Mar 19	8 Feb 19
NAVBASE Ventura County/Pt. Mugu	18 - 22 Mar 19	8 Feb 19
WPNSTA Seal Beach	25 - 29 Mar 19	8 Feb 19
Naval District Washington:		
NSA Bethesda	3 - 7 Jun 19	3 May 19
NSA Washington, D.C.	10 - 14 Jun 19	3 May 19
NSF Thurmont	17 - 21 Jun 19	3 May 19
NR Mid-Atlantic:		
NSA Hampton Roads	15 - 19 Jul 19	14 Jun 19
JEB Little Creek-Fort Story	22 - 26 Jul 19	14 Jun 19
WPNSTA Yorktown	29 Jul - 2 Aug 19	14 Jun 19

Husbanding Service Provider (HSP) Program Assessments	On-site Visit Dates
U.S. Pacific Fleet	
Pearl Harbor, Honolulu, HI	29 Apr - 1 May 19

Health and Safety Inspections	On-site Visit Dates
NR Southeast:	
NAS Whiting Field, FL	7 - 11 Jan 19
NAVSTA Mayport, FL	14 - 18 Jan 19

NAVINSGEN Fiscal Year 2020 Inspection Schedule

Command Inspections	On-site Visit Dates	Inputs Due (Encl (4))
Naval Safety Center	28 Oct - 1 Nov 19	4 Oct 19
U.S. Fleet Forces Command	3 - 11 Dec 19	1 Nov 19
Navy Installations Command	28 Jan - 4 Feb 20	3 Jan 20
Bureau of Medicine and Surgery	2 - 10 Jun 20	1 May 20
Naval Legal Service Command	10 - 14 Aug 20	10 Jul 20
Naval Special Warfare Command	18 - 26 Aug 20	17 Jul 20
Navy Reserve Forces Command	15 - 23 Sep 20	14 Aug 20

Area Assessments	On-site Visit Dates	Inputs Due (Encl (5))
NR Japan/NR Korea:		
CFA Chinhae	2 - 6 Mar 20	31 Jan 20
MCAS Iwakuni	9 - 13 Mar 20	31 Jan 20
CFA Okinawa	16 - 20 Mar 20	31 Jan 20
NR Southeast:		
NSA Panama City	20 - 24 Apr 20	20 Mar 20
NSA Orlando	27 Apr - 1 May 20	20 Mar 20
NAS Key West	4 May - 8 May 20	20 Mar 20
NR Mid-Atlantic:		
NSY BOS Portsmouth	13 - 17 Jul 20	12 Jun 20
NAVSTA Newport	20 - 24 Jul 20	

Husbanding Service Provider (HSP) Program Assessments	On-site Visit Dates
U.S. Fleet Forces Command Norfolk, VA	2 - 4 Dec 20

Health and Safety Inspections	On-site Visit Dates
NR Northwest:	
NAS Whidbey Island, WA	1 - 5 Jun 20
NAVSTA Everett, WA	8 - 12 Jun 20

Command Inspection Staff Inputs

Staff Inputs

1. Alpha roster with the following columns as separate data fields: Name, Rank/Grade, Unit Identification Code (UIC)/Location, Bargaining Unit, Supervisor, where the final field indicates whether the employee supervises DON civilians. Include any foreign national employees. Do not include contract employees. Do not include personal protected information.
2. Command Organizational Chart
3. Summary of most recent self-assessment or self-inspection results
4. Command's governing Mission, Function and Task (MFT) instruction

Headquarters Functions

Command Managed Equal Opportunity (CMEO)

1. Results of the last two (staff) command climate assessments
2. Copy of Self-assessment per OPNAVINST 5354.1F, Enclosure 3

Continuity of Operations (COOP)

1. Command COOP Plan
2. Date the COOP was last exercised
3. Lessons Learned/After Action Report (AAR) of the COOP exercise

Equal Employment Opportunity (EEO)

1. Department of the Navy Office of Civilian Human Resources (OCHR) EEO MD-715 assessment (Current Fiscal Year (FY) and prior FY)
2. Commander's EEO Anti-harassment/discrimination statement
3. Total compensatory damages (to include reasons) and number of findings of discrimination (to include type) for current and prior FY
4. Total Workforce Management System (TWMS) copy of EEO Training Percentages (EEO, No Fear, Sexual Harassment, Alternative Dispute Resolution (ADR), and Reasonable Accommodations (RA)). Report should list the training name, # of personnel completed, # of current onboard (COB), and completion percentage.
5. 462 Report (Current FY and prior FY)
6. List of Active EEO and RA Case Files

Information Technology (IT) Acquisition

1. All IT and Information Assurance (IA) command instructions

2. Letters of designation for Information Assurance Manager (IAM) and Chief Information Officer (CIO)
3. IA Training Records for HQ and subordinate commands
4. List of Information Assurance Workforce (IAWF) personnel and certifications

Intelligence Oversight

1. Completed SECNAVINST 3820.3E IO Checklist

Manning (Military and Civilian)

1. Total number of civilian positions and total number of current vacancies

Manpower (Military and Civilian)

1. Explanation of current manpower challenges
2. Overall Fit/Fill for all military funded billets

Records Management

1. Completed DON/AA Records Management (RM) Checklist (see DON/AA Website)
2. Signed Records Manager designation letter
3. Applicable Position Descriptions specifying RM responsibilities/roles for office
4. Completed/signed OPNAV 5210/76, OPNAV Organizational Records File Plan

Strategic Planning

1. Current Strategic Plan

Training

1. Command Training Instruction
2. Command training plans (Long, Mid, and Short-Range)
3. Planning Board for Training (PB4T) Membership and last two meeting minutes, if available
4. Fleet Training Management and Planning System (FLTMPS) General Military Training (GMT) Course Completion Report for current FY and total roll-up for prior 2 FYs
4. Spreadsheet for current FY and prior 2 FYs DCPDS/HR Link and/or TWMS documentation of mandatory civilian training completion and completion percentages for both FYs. Note: Use HR Link Report No. PER-161: Completed Training Counts (by UIC).
5. Report of supervisors, military and civilian, who have completed required "Supervising Civilians Training" for current FY and 2 previous FYs.

Command Programs

Resource Management

Contract Management

1. Contracting department organizational chart
2. Number and location of Contracting Officer Representatives (CORs)
3. Number of Contracting Officers with warrants and the thresholds of each
4. Any external audit/inspection reports (ex. NAVAUDSVC).
5. Breakdown of the various types of contracts written and/or executed by the Command (i.e. percentages and estimated dollar values of service, procurement, acquisition, construction contracts)

Financial Management

1. Organizational chart for Finance team
2. List of Overseas Contingency Operations (OCO) funding used in the last three FYs
3. Document answering the following questions:
   a. Estimated percentage of transactions that involve Reimbursable Work Orders (RWOs)
   b. Number of individuals authorized to certify time & attendance
   c. Estimated amount of funds used to purchase any material that meet capitalization/ depreciation criteria
   d. Size and scope of budget operation
   e. Estimated amount of Operating Material and Supplies (OM&S) inventory
   f. Number of card holders (Government Commercial Purchase Card (GCPC), Fuel Cards (AIR/SEA/SWIPE))

Government Commercial Purchase Card

1. Number of Approving Officials (AOs) and Agency Program Coordinator (APCs) in GCPC hierarchy
2. Letters of appointment for APC
3. Contracting/purchasing authorization
4. Standard purchase request form
5. Breakdown of number of cards (with limits) and number of AOs assigned
6. Latest delinquency report

Government Travel Charge Card

1. Letters of appointment for Agency Program Coordinator (APC)
2. Number of AOs
3. Command's 60-day delinquency report (if applicable)
4. Write-off Report (if applicable)

Enclosure (4)

5. Merchant Category Code (MCC) Exception Report (if applicable)

Personal Property Management (PPM)

1. Letters of appointment for Property Manager IAW SECNAVINST 7320.10A
2. Results of last inventory conducted; Documentation will be reviewed onsite during inspection
3. Local/command instruction
4. List of activities within claimancy or subordinate Commands for which this Command provides PPM oversight

Prevention and Response

Navy Alcohol and Drug Abuse Prevention Program

1. Complete program self-assessment
2. Current copies of MOU/MOA with local installation, if applicable

Sexual Assault Prevention and Response (SAPR)

1. Appointment letters for SAPR Uniformed Victim Advocate (UVA) and SAPR POC
2. D-SAACP certificates for UVA and training certificate for POC
3. Documentation of SAPR military, civilian and supervisors of military training completion for past two FY and current FY status
4. MOU's (Ex: SAFE Exams/services)
5. Command SAPR Instructions/policy statements
6. Watchstander PQS/JQR
7. Dates triad assumed positions, and date triad received SARC in-brief and MRE 514 brief

Suicide Prevention

1. Appointment letters for Suicide Presentation Coordinator (SPC) and Assistant Suicide Presentation Coordinator (ASPC)
2. Training certificates for SPC and ASPC (Webinar training and DoDSER training/ registration)
3. Documentation of military, civilian and full-time contractor training for past two FY and current FY
4. Suicide Prevention and Crisis Intervention Plan
5. MOU's, if applicable
6. Safety plan for high risk Service members
7. Command suicide prevention policy/instruction
8. Watchstander PQS/JQR

Oversight

Command Individual Augmentee Coordinator (CIAC) Deployment Health Assessment (DHA) (Military Only)

1. Appointment letters
2. Certificates of training
3. Command CIAC/PDHRA directives
4. List of command members who have deployed (IA or GSA) in the last two years
5. NAVPERS 1300/21 and 1300/22 for past two years
6. Quarterly reports submitted per NAVADMIN 099/09
7. Local guidelines and instructions regarding documentation of contractors' past performance
8. Most recent Procurement Performance Management Assessment Programs (PPMAP) report.
9. Location of contracting records and files

IG Functions

1. Inspection schedule
2. Reports of last 2 oversight inspections
3. IG team roster (name, rank, role, etc.)
4. Internal Command instruction(s) relating to IG operations
5. Tracking list of corrective actions and status from the last two years previous oversight inspections

Individual Medical Readiness

1. Medical Readiness Reporting System (MRRS) report for command and subordinates
2. Appointment letters

Managers' Internal Control Program

1. Inventory of Assessable Units (AUs)
2. Prior year's Statement of Assurance (SoA)
3. Letters of designation for Coordinator and Deputy Coordinator (if assigned)
4. Training documentation for Coordinator and Deputy Coordinator
5. Local/command instruction

Military Overseas Suitability Screening/Civilian Overseas Processing Program

1. List of personnel your office has processed for overseas screening for the past 24 months (omit SS# and DOB)

Enclosure (4)

Physical Readiness Program

1. Letters of designation of CFL and ACFL(s)
2. Training records

Voting Assistance (Military)

1. Letters of designation for all Voting Assistance Officers
2. Certificates of training for all Voting Assistance Officers
3. Sample emails or command newsletter items regarding Voting
4. Last 2 quarterly reports submitted to Federal Voting Assistance Program (FVAP)

Security

Headquarters Security

1. Command's security directive (required by SECNAV M5510.30, Appendix C and M5510.36, Exhibit 2A)
2. Command's OPSEC directive (required by OPNAVINST 3432.1A)
3. Command's OPSEC Critical Information List (CIL)
4. Unclassified summary of all classified contracts (to include SCI) executed by the command (see SECNAV M5510.36, Section 11-1, paragraph 1 for applicability)
5. Coordinate with base security staff to obtain copies of the following (not required ahead of our visit, but will be reviewed on site with the Physical Security team):
    a. Mission Profile Validation – Protection
    b. Base physical security plan
    c. Base security force watchbill
    d. Pre-planned responses
    e. Post Orders
    f. List of restricted areas on base

Personally Identifiable Information (PII) Program

1. Applicable letters of designation
2. PII annual training records for Echelon II and subordinate commands
3. Incident or breach reports in last 24 months (as applicable)
4. Spot check results for last 3 years
5. Command's PII instruction

Facilities, Safety and Environmental

1. Copies of current command instructions that cover facilities, energy, environmental, and/or safety and occupational health programs.

2. Copies of current region or local installation instructions that cover facilities, energy, environmental, and/or safety and occupational health programs.

3. A spreadsheet listing facilities for which the command is assigned as the preponderant user in iNFADS. For each facility, include the following data fields:

    a. Facility number;

    b. Facility name;

    c. Facility size;

    d. Primary facility category code;

    e. Year built;

    f. Condition rating;

    g. Configuration rating;

    h. Installation Figure of Merit (IFOM);

    i. Mission Dependency Index (MDI);

4. A list of Military Construction (MILCON) projects relevant to the command that are planned, programmed, ongoing, or completed in the past twelve months. Include all projects nominated for the Region Mission Integration Group (RMIG) and the Shore Mission Integration Group (SMIG). Include project number, title, estimated or actual cost, date of award, estimated completion date, and actual completion date (as applicable).

5. A list of the command's facilities construction, repair, and maintenance projects with cost estimates that exceed the special project funding limit, regardless of funding source (i.e., O&MN, RDT&E, NWCF, NAF, etc.) with command ranking, installation ranking, and region ranking (IPL/RIPL ranking). Timeframe should cover the current Fiscal Year (year of execution), the budget year, and the command's input for the next program objective memorandum, including projects developed but not funded.

6. A copy of the latest facility brief to the CO, as applicable, and any briefs from the past twelve months that address significant facilities, energy, or environmental issues.

7. A copy of the command's latest energy strategy and/or other related command energy policy documents.

8. A list of energy conservation measures and/or renewable energy generators currently in effect for command facilities, including those funded through the Energy Conservation Incentive Program, Energy Savings Performance Contracts, Utilities Energy Savings Contracts, or other similar agreements, as applicable.

9. The most recent report on energy consumption or utilities bill for facilities occupied by the command. The report may be an "Installation Tenant CO Report" from "NSGEM" and may report aggregate consumption or consumption for individual facilities.

10. A copy of appointment letters for Building Manager(s), Building Energy Monitor(s), and/or similar duties established for members of the command.

11. A roster of conforming Navy EMS appropriate facilities under the command's cognizance.

12. A copy of the most recent external EMS audit schedule for Navy EMS appropriate facilities under the command's cognizance.

13. A summary of the latest internal EMS audit and/or compliance audit documentation as prepared for presentation during an EMS management review, as appropriate. If the command participates as a tenant of a host EMS appropriate facility, provide a summary of the host's internal EMS audit and/or compliance audit documentation.

14. A copy of the most recent annual self-assessment of the command safety program, including plans of action to address program areas in need of improvement.

15. A copy of the most recent consolidated report of lower echelon safety and occupational health program self-assessments with top five areas of concern, successes, and opportunities for program improvement.

Area Assessment Staff Inputs

Staff Inputs

    1. Alpha roster with the following columns as separate data fields: Name, Rank/Grade, Unit Identification Code (UIC)/Location, Bargaining Unit, Supervisor, where the final field indicates whether the employee supervises DON civilians. Include any foreign national employees. Do not include contract employees. Do not include personal protected information.

    2. Contact information (phone and email) for key staff members at the region and at each installation

    3. Installation Orientation Briefs (with speaker's notes if available). This briefing must be UNCLASSIFIED, and at minimum should include:

        a. Mission, tenant command composition, self-assessment of BOS/tenant command support mission performance, performance metrics, mission challenges

        b. Unique command/installation/region challenges; other important items for situational awareness

        c. Command's top concerns

    4. Installation Organizational Chart

    5. Summary of most recent self-assessment results

Mission Support

Airfield and/or Port Facilities

    1. Current and prior year airfield/port usage rates
    2. Number of aircraft/ships permanently assigned
    3. Entities supported (USAF, USCG, etc.)
    4. Air/Port Operations Challenges and Initiatives
    5. Airfield and Port/Pier descriptions
    6. Planned MILCON/SRM/improvement projects (as applicable)

Tenant Support

Equal Employment Opportunity (EEO)

    1. OCHR EEO MD-715 assessment (Current FY and prior FY)

    2. Total compensatory damages (to include reasons) and number of findings of discrimination (to include type) for current and prior FY

    3. Percentage of timely counselings (informal) and investigations (formal) for current and prior FY. Also need the percentage numbers (total timely/total)

4. TWMS copy of EEO Training Percentages (EEO, No Fear, Sexual Harassment, ADR, Reasonable Accommodations). Report should list the training name, # of personnel completed, # COB, completion percentage

5. 462 Report (Current FY and prior FY)

6. List of Active EEO and RA Case Files

Personnel Support Detachment

1. Top 5 PSD/CSD Concerns

2. PSD Manning (Military, Civilian, Contractor Personnel COB/Vacancies)

3. Serviced Command Demographics (# Commands Serviced, Active Duty Population, Reserve Component Population, Dependent Population, DON/DOD Civilian Population, Contractor Population, Student Population (as applicable, Estimated Retiree Population);

4. Timeliness metrics (##% timely for gains, losses, pay transactions)

5. Travel Claim completion time until paid (## days turn around once claim received from CPC)

6. Gains/Losses metrics (## personnel/students arrivals per month, ## personnel/student departures per month)

7. CPC training metrics (## CPCs attend monthly training sessions, new CPC indoctrination held quarterly, etc.)

Transportation metrics (## ticketed, ## passports issued, ## port calls arranged as applicable)

Community Support

Child and Youth Programs (if applicable)

1. Most recent CNIC Inspection

2. Latest safety and sanitation inspection

3. Current wait list report

4. Organizational chart for CYP/CDC and contact info

5. List of Current and Future Construction/Renovation Projects

Commissary

1. List of commissaries in the region. For each commissary, provide the following:
   a. Organizational Chart
   b. Hours of operation
   c. List of departments for this location (deli, bakery, produce, etc.)
   d. List of customer feedback mechanisms used at each location
   e. List of vendors supporting departments that require external local support

Fleet and Family Support Center

1. Contact information for Director, FFSC

Enclosure (5)

2. Calendar of events for life skills education, finance, transition assistance, etc.

Galley
1. Cycle menu; feedback received on cycle menu
2. Meal sales for current month
3. Frequency of medical and sanitation inspections
4. Latest inspection report
5. List of galleys within the region

Legal Support
1. Name and Contact information for liaison at local Region Legal Service Office or detachment
2. Name and Contact information for liaison at local Defense Service Office or detachment

Medical and Dental Treatment Facility
1. List of all medical and dental facilities in the area
2. List of leadership POCs for medical and dental facilities. List of personnel your office has processed for overseas screening for the past 24 months (Omit PII)
3. Last 2 self-inspection checklists to ensure overseas military suitability is included as an assessable unit in the Manager's Internal Control Program
4. List of personnel processed for overseas screening for the past 24 months. (Omit PII)

Moral Welfare and Recreation
1. Most recent CNIC Fiscal Oversight Review
2. Results from latest CNIC Accreditation Visit
3. Organizational Chart for MWR and contact info
4. Current YTD/comparison to Prior YTD Financial Performance
5. Customer usage for Current YTD/comparison to Prior YTD
6. List of Current and Future Construction/Renovation Projects

Navy College Office (NCO)
1. All Test Control Officer (TCO) and counselor designation letters
2. NCO organizational chart
3. List of colleges and universities present at this site/office
4. Most recent formal needs assessment report/results
5. List of proctored exams offered

Navy Exchange Service (NEX)
1. List of NEX outlets of in the region (include various stores and mini marts)
2. NEX manager names/contact information

Enclosure (5)

3. NEX Organizational Chart
4. Contributions made to MWR over last 2 FYs (list dates/amounts for each donation)

Voting Assistance
1. Letters of designation for Voting Assistance Officers
2. Certificates of training for Voting Assistance Officers
3. Sample e-mails or command newsletter items regarding Voting
4. Contact list for all tenant command VAOs attached to the installation
5. Last 2 quarterly reports submitted to FVAP

Prevention and Response

Sexual Assault Prevention and Response
1. Contact information for Sexual Assault Response Coordinator.

Suicide Prevention
1. Copy of Installation Suicide Prevention and Crisis Intervention Plan, if applicable
2. Copy of MOU's with tenant commands, if applicable

Facilities, Safety, Energy and Environmental

1. Copies of current region or local installation instructions that cover facilities, housing, energy, environmental, and/or safety and occupational health programs.

2. A spreadsheet listing all facilities on the installation's real property inventory. For each facility, include the following data fields:
   a. Planning area
   b. Facility number
   c. Facility name
   d. Building square feet
   e. Primary facility category code
   f. Year built
   g. Condition rating
   h. Configuration rating
   i. Installation figure of merit
   j. Mission dependency index
   k. Maintenance UIC

3. A list of Military Construction projects for the installation that are planned, programmed, ongoing, or completed in the past twelve months. Include all projects nominated for the Region Mission Integration Group and the Shore Mission Integration Group. Include project number,

Enclosure (5)

title, estimated or actual cost, date of award, estimated completion date, and actual completion date (as applicable).

4. A list of the installation's facilities construction, repair, maintenance, and demolition projects with cost estimates that exceed the special project funding limit, regardless of funding source (i.e., O&MN, NAF, etc.) with installation and region ranking (per the IPL and RIPL). Timeframe should cover the current Fiscal Year (year of execution), the budget year, and the command's input for the next program objective memorandum, including projects developed but not funded.

5. A copy of the latest facility brief to the CO, as applicable, and any briefs from the past twelve months that address significant facilities, energy, or environmental issues.

6. The most recent Fire Protection Engineering Survey.

7. A copy of the installation's latest energy strategy and/or other related command energy policy documents.

8. A copy of the installation's most recent annual energy report submission.

9. A list of energy conservation measures and/or renewable energy generators currently in effect for installation facilities, including those funded through the Energy Conservation Incentive Program, Energy Savings Performance Contracts, Utilities Energy Savings Contracts, or other similar agreements, as applicable.

10. The latest annual updates to energy project cost savings using the energy Return on Investment (eROI) tool.

11. A summary of the latest internal EMS audit documentation as prepared for presentation during an EMS management review.

12. A summary of the latest external EMS and compliance audit documentation as prepared for presentation during an EMS management review.

13. A copy of the latest drinking water system sanitary survey.

14. For overseas locations, a copy of the most current Final Governing Standards and relevant Overseas Environmental Baseline Governing Document.

15. A copy of the most recent annual self-assessment of the command safety program, including plans of action to address program areas in need of improvement.

16. A copy of the report on the most recent safety and occupational health management evaluation carried out by the region.

17. A copy of the most recent Housing Program Review for both family housing and unaccompanied housing.

18. The most recent DD Form 1523 Military Family Housing Justification.

19. A summary of the Family Housing inventory including distribution of housing units by neighborhood, number of bedrooms, status (officer/enlisted/paygrade), and occupancy rates.

20. Unaccompanied housing requirements determination (R19) for the current year and budget year.

Enclosure (5)

21. A summary of the Unaccompanied Housing inventory including number of beds, room type (e.g., 1+1, 2+0, etc.), occupant category (e.g., student, permanent party, homeport ashore, etc.), and occupancy rates.

Security

1. Command Security Manager (CSM) and Assistant Command Security Manager (ASCM) appointment letters
2. Top Secret Control Officer (TSCO) appointment letter (if applicable)
3. Special Security Officer (SSO) appointment letter (if applicable)
4. Senior Intelligence Officer (SIO) appointment letter (if applicable)
5. Special Security Representatives (SSR) appointment letter(s) (if applicable)
6. Most recently completed annual and reported Personnel Security Self-Inspection (SECNAV M5510.30, Appendix D)
7. Most recently completed annual and reported Information/Industrial Security Self-Inspection (SECNAV M5510.36, Exhibit 2C)
8. Command's security directive (required by SECNAV M5510.30, Appendix C and M5510.36, Exhibit 2A)
9. Command's OPSEC directive (required by OPNAVINST 3432.1A)
10. Command's Critical Information List (CIL)
11. List of last years' worth of Preliminary Inquiries stemming from security incidents (SECNAV M5510.36)
12. Unclassified summary of all classified contracts (to include SCI) executed by the command (see SECNAV M5510.36, Section 11-1, paragraph 1 for applicability - call NAVINSGEN N31 if there are questions or if the number of contracts is very large (> 50))
13. Initial and annual security refresher training attendance records
14. Initial and annual Counterintelligence Awareness training attendance records (see DoDD 5204.06, Enclosure 3 for records requirements)
15. Security indoctrination training
16. Installation Mission Profile Validation - Protection (MPV-P) data, to include billets authorized, billets resourced, and list of NSF physically unable to perform duties

Command Inspection Areas of Review

Mission Performance
- Alignment with CNO's Design for Maintaining Maritime Superiority
- Command Culture
- Cyber Resiliency
- Mission, Functions and Tasks

Headquarters Functions
- Command Managed Equal Opportunity
- Command Relationships/Communications
- Continuity of Operations
- Equal Employment Opportunity
- Human Resources
- Information Technology Acquisition*
- Intelligence Oversight
- Intelligence-Related Contracting*
- Intelligence Support to Acquisitions/ Scientific and Technical Intelligence Liaison Office*
- Manning and Manpower (Military/Civilian)
- Records Management
- Strategic Planning
- Technology Protection*
- Training

Command Programs
Resource Management
- Contract Management
- Financial Management
- Government Commercial Purchase Card Program
- Government Travel Charge Card Program
- Personal Property Management

Prevention and Response
- Casualty Assistance Calls Program
- Navy Alcohol and Drug Abuse Prevention
- Overseas Screening
- Sexual Assault Prevention and Response Program
- Suicide Prevention

Oversight
- Command Individual Augmentee Coordinator
- Deployment Health Assessments
- Individual Medical Readiness
- Inspector General Functions
- Legal/Ethics/Freedom of Information Act
- Managers' Internal Control Program
- Physical Readiness Program
- Victim and Witness Assistance Program
- Voting Assistance Program

Security
- Counterintelligence Training and Support
- Cyber Security
- Foreign Disclosure
- Industrial Security
- Information Security
- Insider Threat
- Operations Security (OPSEC)
- Personally Identifiable Information (PII)
- Personnel Security
- Physical Security/Antiterrorism and Force Protection
- Special Security

Facilities, Safety and Environmental
- Energy
- Environmental
- Facilities Management
- Safety and Occupational Health

Sailor Programs
- Command Indoctrination Program
- CPO 365
- Sailor Career Management Program
- Sailor Recognition Sponsorship Program
- Sponsorship Program

* As applicable

Area Assessment Areas of Review

Mission Support
- Airfield and/or Port Operations
- Command Communications
- Command Relationships

Tenant Support
- Equal Employment Opportunity
- Human Resources
- Information Technology Infrastructure/ Communications Support
- Military Equal Opportunity
- Personnel Support Detachment

Community Support
- Child and Youth Programs
- Commissary
- DoDEA Schools
- Fleet and Family Support Center
- Galley
- Legal Support
- Medical and Dental Treatment
- Morale, Welfare and Recreation
- Navy College Office
- Navy Exchange Service
- Religious Support
- Voting Assistance

Prevention and Response
- Casualty Assistance Calls Program
- Hotline Program
- Navy Alcohol and Drug Abuse Prevention
- Overseas Screening
- Sexual Assault Prevention and Response Program
- Suicide Prevention

Facilities, Safety, Energy and Environmental
- Energy
- Environmental
- Facilities
- Housing
- Safety and Occupational Health

Security
- Antiterrorism/Force Protection
- Emergency Management
- Law Enforcement
- Physical Security

Sailor Programs
- CPO 365
- Indoctrination/Sponsorship Program
- Single Sailor Programs
- Transition GPS